

Bid Number: 40010-10540

Date: July 13, 2021

LOUISIANA DELTA COMMUNITY COLLEGE

Louisiana Delta Community College
7500 Millhaven Road
Monroe, LA 71203-6922
(318) 678-6290

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received until August 9, 2021 @ 2:00 P.M.CST for furnishing the items and/or services described below for the Campus of Louisiana Delta Community College.

DESCRIPTION:
PROVIDE ELEVATOR MAINTENANCE
AS PER ATTACHED SPECIFICATIONS
PLEASE FILL IN ALL BLANK SPACES

Terms will be _____ and shipment will be received within _____ days after receipt of an order.

In compliance with and subject to the conditions thereof, the undersigned offers and agrees if this bid be accepted within 60 days from date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Vendor Name _____ Signature Authority (RE: L.R.S. 39:1594) _____

Address _____ Title _____

City, State and Zip _____ Tax Identification Number _____

Telephone Number _____ Fax Number _____

Louisiana Contractor's Number _____ Date _____

Acceptance/Award

Date of Award and Execution

Recommendation: _____

Approved: _____

Gayle Doucet
Chief Purchasing Officer

INSTRUCTIONS TO BIDDERS

1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted.

1. Bid containing no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in this bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for LDCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. LDCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by appointment only to the Purchasing Dept. at LDCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Louisiana Delta Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and to waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. LDCC reserves the right to cancel any order resulting from this solicitation with 30 days written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Louisiana Delta Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the LDCC purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Louisiana Delta Community College, Accounts Payable, 7500 Millhaven Road, Monroe, LA 71203, attn: Naomi Mitchell. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Louisiana Delta Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Louisiana Delta Community College has the right to cancel any contract, in accordance with purchasing rules and regulations, for cause, including but not limited to , the following: (1) failure to deliver with the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good conditions; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with Louisiana Delta Community College; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Louisiana Delta Community College Purchasing has determined the contractor to be in default, LDCC Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

23. EEOC COMPLIANCE

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990, Title IX of the Education amendments of 1972, The Age Acts of 1975, and bidder agrees to abide by the requirements of the American of Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities, any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

24. Special Accommodation

Any "Qualified Individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than 7 days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonable provided, the individual will be informed prior to the bid opening.

25. Indemnity

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The State of Louisiana may, but is not required to,

consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

26. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services Procurement under the Provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

Federal Clauses, If Applicable

27. ANTI-KICKBACK CLAUSE

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

28. CLEAN AIR ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities.

29. ENERGY POLICY AND CONSERVATION ACT

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

30. CLEAN WATER ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

31. ANTI-LOBBYING AND DEBARMENT ACT

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

32. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or transmission of intelligence.

33. Certification of No Suspension of Debarment

By signing and submitting any proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirement in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

34. Mandatory Disclosure

Under the Uniform Guidance (200.113, shown below) Louisiana Delta Community College is obligated to disclose to the Federal awarding agency (or a pass-through if we are a sub-recipient), any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal Award.

200.113 Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 32 U.S.C. 3321).

35. In accordance with Louisiana Law, All Corporations (See LA R.S. 12:262.1) and limited liability companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

36. All bid amounts shall be submitted in United State Dollars.

37. Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small business Firms Under Government Grants, Contracts and Cooperative Agreements,;" and any implementing regulations issued by the awarding agency.

38. Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

39. Termination for Convenience

The State may terminate the Contract at any time by giving thirty(30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

40. Standard Preference

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes _____

Specify Item Number(s): _____

Name and location within Louisiana where such paper or product is manufactured or converted _____

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____ Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes _____ No _____

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

41. Preference for United States Products.

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies products, provisions, or equipment, provided that all of the following conditions are met:

- (1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.
- (2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.
- (3) In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.
- (4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

- (1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.
- (2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? _____ YES

Specify line number(s): _____

Specify the location within the United States where this product is manufactured:

(NOTE: If more space is required, include on a separate sheet.)

42. Prohibition of Discriminatory Boycotts of Israel

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. LDCC reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

43. Compliance with National Defense Authorization Act

In accordance with Section 889(a) 2019 National Defense Authorization Act for any contract for telecommunication and video surveillance equipment no purchases will be made from Huawei, ZTE, Hytera, Hikvision and Dahua are allowed.

Please certify compliance with this Act:

Signature of Bidder

44. E-Verify

Contractor acknowledges and agrees to comply with the provisions of LA. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.

45. Non-Exclusivity Clause

This agreement is non-exclusive and shall not in any way preclude LDCC from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources including state contracts.

46. Price Reductions

Whenever there is a reduction in price which is lower than the contract price offered to similarly situated customers contracting for the same period and under similar terms and conditions, the reduction shall be presented to the Purchasing Department.

47. Scope of Contract

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and the contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)

BIDDERS MUST SIGN IN INK

IMPORTANT

Signature Authority: In Accordance with L.R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to Louisiana Delta Community College. You must indicate which of the following apply to the signer of this bid.

1. The signer of this bid is either a current corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal., etc. If this applies a copy of the resolution, certification, or other supportive documents must be attached hereto.
3. The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
4. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

WE ARE AN EQUAL OPPORTUNITY COLLEGE

**Combined Recommended Language for Invitations to Bid (ITB)
Veteran-Owned and Service-Connected Disabled Veteran-Owned (Veteran Initiative) and
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Program**

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-

Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative

small entrepreneurship subcontractor or distributor participation and the dollar amount of each. *(Agencies should indicate their specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.)*

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: _____

DISCLOSURE FORM

Each Bidder is to disclose the following information by answering Yes or No to the following questions:

1. Is the Bidder a Legislator or person who has been certified by the Secretary of State as elected to the Legislator? _____Yes _____No
2. Is the Bidder a spouse of a Legislator? _____Yes _____No
3. If the Bidder is a corporation, partnership, or other legal entity, does a Legislator or his spouse own any interest in that corporation, partnership or other legal entity? _____Yes _____No
4. If the Bidder is a corporation, is it a publicly traded corporation? _____Yes _____No

SUBMISSION OF BIDS

Bids may be mailed too:

Bossier Parish Community College
Attn: Gayle Doucet
6220 East Texas Street
Bossier City, LA 71111

Or delivered by hand or by courier to:

Bossier Parish Community College
Attn: Gayle Doucet
6220 East Texas Street
Bossier City, LA 71111

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. LDCC Purchasing is not responsible for any delays caused by the bidder's chosen means of delivery.

Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.

The bid envelope shall be identified on the outside with the project name and solicitation number, bid opening date and time, and the name, address, and license number of the Bidder. The envelope shall contain only one bid form and will be received until the time specified and at the place specified in the ITB.

Elevator Installation Maintenance and Repair Contract

1. EEOC compliance. By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of The Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees to keep informed of and comply with all federal, state and local laws, ordinances and regulations which *affect* his employees or prospective employees.
2. Any claims or controversies associated with the contract issued as a result of this solicitation will be resolved in accordance with the Louisiana Procurement Code, 39:1673.
3. Late payments; if any shall be paid in accordance with R.S. 39:1695.
4. Vendor must inspect job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified.

NOTE: A jobsite *visit* to each *elevator* is MANDATORY. Proposals will not be considered from any firm who did not conduct a mandatory site visit.

Vendor may contact Bobby Graham at 318-345-9301 (office) or 318-376-8870 (cell) to schedule inspection.

This contract shall be effective from date of award – June 30, 2024. At the option of Louisiana Delta Community College and acceptance by the contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions.

NOTICE

Proposal, price sheets, verification of qualifications and engineering responsibility should be completely filled out with detailed information requested or your bid may be rejected.

In accordance with R.S. 37:2163A, contractor's certified license number must appear on the bid form and the bid envelope on all projects in the amount of \$50,000 or more. All bids not in compliance with this requirement shall be automatically rejected and not read.

Definitions:

Department – Louisiana Delta Community College

Owner – Louisiana Delta Community College where the vertical transportation is being maintained.

OSFM License

The Bidder and its mechanics shall be licensed by the Louisiana Office of State Fire Marshal (OSFM) in accordance with LA R.S. 40:1664.1 et seq. The Bidder should include a copy of their license with their bid. Any bidder who fails to include a copy of the license with their bid must provide a copy to the Louisiana Delta Community College Purchasing Department within ten (10) business days of a written request. Failure to do so shall result in the rejection of their bid. Any questions regarding licensing should be directed to the Office of State Fire Marshal.

With the complexity of equipment and the liability exposure of today's vertical transportation it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also in the case of microprocessor equipment, the Vendor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the Owner their ability to comply with this section. For the protection of the owner, passengers and other related exposures connected to fulfillment of this contractual obligation, the bidder will include in his bid, monies for engaging licensed registered professional electrical engineers, with no less than five years' experience in specifying elevator materials and verifying wiring changes. All changes are to be provided to the Facility Director, Randy Wilkerson rwilkerson@ladelta.edu in electronic format. The name of the licensed registered professional electrical engineer or private consulting group and/or firm with a licensed registered professional electrical engineer on staff committed by letter to this responsibility, along with their address and signature shall be provided in the space for the verification of this information under "Engineering Responsibility".

SPECIFICATIONS FOR ELEVATOR/ESCALATOR MAINTENANCE

GENERAL CONDITIONS

Based on these specifications, bids shall be received by the Purchasing Department, for servicing the vertical transportation at Louisiana Delta Community College campus, located in Monroe, LA 71203, hereafter denoted by the term "Department". The Use of the word "vendor" or "contractor" shall be interpreted to be the firm or corporation who has been awarded a contract by the Department. The successful bidder will be required to sign a contract with the Department in strict accordance with these specifications for service which includes the contract document.

Bids will be considered only from bidders who are regularly established in the business called for and who, in the judgment of the Purchasing Director, are financially responsible and able to show evidence of the reliability, ability, experience, facilities, and persons directly employed and supervised by them to render prompt and satisfactory service.

Compliance with the latest edition of A.N.S.I. A17.1 Code with and including supplemental adoptions will be required.

The College reserves the right to add or delete elevators as necessary.

*Elevator Contractors must be licensed in the State of Louisiana

ADDITIONS/DELETIONS TO THE CONTRACT

Additions or deletions of elevators to or from the contract must be requested in writing by the Owner or the Contractor a minimum of 45 days prior to the change. The Contractor must submit a written proposal of the contract price changes which shall be approved by the Owner before an elevator is added or deleted.

SPECIAL CONDITIONS

The file number of this proposal should be referenced on all correspondence to the Purchasing Department, Louisiana Delta Community College.

It shall be specifically agreed and understood that the bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined by parties seventy-two (72) hours after the bid opening. Where any award is being considered, bidders shall comply with requests from Louisiana Delta Community College personnel to visit their facilities and/or furnish additional information in order to assist evaluating bids.

Bid prices must be firm for a period of sixty (60) days from the date of the bid opening to allow for evaluation if necessary.

If any problems occur or questions arise concerning the "original manufacturer's parts" or "equal" it shall be the responsibility of the contractor to provide such verification as may be requested by the Director of Physical Plant, See "Clarifications".

Termination for Cause:

The state may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the contract; provided that the state shall give the contractor written notice specifying the contractor's failure. If within fifteen (15) days after receipt of such notice, the contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the state may at its option, place the contractor in default and the contract shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the state to comply with the terms and conditions of this contract; provided that the contractor shall give the state written notice specifying the College's failure.

Termination for Convenience:

The College may terminate any contract entered into as a result of this bid at any time by giving thirty (30) days written notice to the contractor. The contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

The Owner reserves the right to cancel this contract with a thirty (30) day written notice.

RECORDS

The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists specifications and copies of all prepared reports. A record of all callbacks and repairs shall be kept by the contractor indicating any difficulty experienced and the corrective measures taken to eliminate these difficulties. A copy of the Elevator/Escalator Maintenance Log furnished with the contract must be filled out then forwarded to the Director of Physical Plant monthly. The reports or trouble calls must be verified and signed by a person designated by the using agency, who will retain a copy. All trouble calls (call backs and repairs) are indicated by a "call ticket" and signed by the contractor and the agency. A copy of these "call tickets" is to be forwarded to the Director of Physical Plant.

The Contractor shall maintain a website which will allow all records to be reviewed or downloaded, on a monthly basis, by Louisiana Delta Community College Physical Plant Director, owner agency and all parties requiring information concerning State owned elevators. Minimum requirements for information accessible on website shall be the name of building, preventive maintenance schedule, type of elevator, manufacturer, machine type, roping, year installed, contract speed, actual up and down speed, capacity, safety type, governor type, control type, operation, stops, openings and a maintenance log showing all callbacks, repairs and routine maintenance and corrective measures taken to eliminate difficulties encountered. The website should be secured with a user 1.0. and password. Vendor shall take all reasonable precautions to maintain the security of the site.

GUARANTEE:

The contractor agrees to accept all of the equipment, (except as excluded by these specifications), on full maintenance, on the *effective* date of this contract, unless it is otherwise indicated by a detailed report, on each unit, and attached to his bid. It is also agreed that he will leave the units in the same condition and with the same performance when the contract is terminated, as on the date the contract was made effective.

The owner reserves the right from time to time to employ others to make such checks as they may deem necessary or advisable. When it is found that any of the units of vertical transportation are not up to proper standards or that safety requirements or tests are not being performed as required by the current A.N.S.I. code of the State of Louisiana, the owner may exercise any or all of its options as set forth in these specifications. If these demands are not promptly complied with, within fifteen (15) days after receipt of such notice, Louisiana Delta Community College Purchasing Department may cancel this agreement and enter into an agreement with others to perform such work and deduct the total cost thereof from the contractor's monthly charges for maintenance service. If the contract has been terminated or has expired, the owner will demand payment from the contractor or his bonding agent for the additional costs incurred.

Determination of whether parts need to be replaced in accordance with A.N.S.I. code shall be the mutual responsibility of the Owner and the Contractor. If a decision is not mutually agreed upon, an independent qualified elevator inspector acceptable to both parties may be retained by owner to determine the need for replacement. The owner shall conduct, through the operational unit, periodic inspections to determine the status of individual elevators. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by the Director of Physical Plant. Results and reports of such inspection will be furnished to the contractor and the using agency.

INSURANCE:

Public Liability Insurance and Workman's Compensation shall be carried by the contractor and a Certificate of Insurance shall be furnished at least ten (10) days prior to the effective date of the contract. The limits of such insurance shall be as listed below and shall be from a company licensed to do business in the State of Louisiana.

Throughout the term of this contract, contractor shall at its cost maintain insurance and provide the owner with current certificates of Insurance for limits of liability as follows:

**COMPENSATION INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE, AS OUTLINED
BELOW ARE REQUIRED IN THIS BID**

CONTRACTOR'S LIABILITY INSURANCE:

Proof of insurance should be supplied with this Quotation and will be required before work can commence. The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

Insurance coverage specified below shall be furnished with the following minimum limits:

Workers Compensation

Workers Compensation Insurance shall be in compliance with the Workers Compensation Law of the State of the Contractor's headquarters. Employers liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's Insurance Company rating requirement may be waived for Workers Compensation Coverage Only.

Commercial General Liability

Commercial General Liability Insurance, including personal and advertising injury liability, and products and completed operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The insurance services office (ISO) commercial general liability occurrence coverage form CG 00 01 (Current form approved for use in Louisiana), or equivalent, is to be used in the policy, claims made form is unacceptable.

Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (Current Form approved for use in Louisiana), or equivalent, is to be used in the policy. This Insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

A. The Agency, its, officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Contractor. ISO Form CG 20 10 (Current form approved for use in Louisiana) or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

B. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

C. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

Workers Compensation and Employers Liability Coverage

The Insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency

All Coverages

Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the Insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notification shall comply with the standard cancellation provisions in the Contractor's policy.

Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.

Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers

Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the project is located. Insurance shall be placed with the Insurers with a A.M. Best's Rating of A-:VI or higher. This rating requirement may be waived for Workers Compensation Coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best Rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

Verification of Coverage

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage, the certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certifies copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

Subcontractors

Contract shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's certificates at any time.

PERMITS, LICENSES, LAWS AND TAXES:

The contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana. The contractor shall include in his bid all applicable state, federal or other taxes required.

The purchase order and the bidder's specifications will be combined to form the complete contract when the award is made.

A. Project: Maintenance and repair of vertical transportation systems for: Building Qty., Type, Control

Control

[illegible]

C. Documents: Documents include the bidding requirements, general, supplementary conditions, technical section, plus addenda which may be issued by the Division of Administration Office of State Purchasing and Louisiana Delta Community College during the bidding period. See Specifications for Elevator Maintenance page.

E. Interpretation of Documents: If any person contemplating submitting a bid for the proposal contract is in doubt as to the meaning of any part of the specifications (project manual), or other proposed contract documents, he may submit to Louisiana Delta Community College Purchasing Department, not later than ten (10) working days prior to the date set for opening of bids, a written request for an interpretation or clarification. Bidders should act promptly and allow sufficient time for a reply to reach them before preparing their bids. Any interpretation or clarification will be in the form of an addendum duly issued. No alleged verbal interpretation or rulings will be held binding upon the owner.

G. Addenda: Interpretations, clarifications, additions, deletions, and modifications to the documents during the bidding period will be issued in the form of addenda and a copy of such addenda will be mailed or delivered to each person who has been issued a set of the bidding documents. Addenda will be a part of the bidding documents and

contract documents, and receipt of them should be acknowledged in the bid form. Addenda will not be issued within three (3) working days of the established bid date.

H. Preparation of Bids: Prices quoted shall include all items of cost, expense, fees and charges Incurred or arising out of the performance of the work to be performed under the contract. Any bid on other than the required form will be considered informal and may be rejected. Erasures or changes in the bid shall be explained or noted over the initials of the bidder. Bids containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected. Failure to submit all requested information will make the bid irregular and subject to rejection. The "non-collusion affidavit" should be completed and signed by each bidder and submitted with the bid.

8. ELEVATOR MAINTENANCE

Contractor agrees to provide all material, furnish all labor and services specified in this contract including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical and electrical parts) of the type elevator(s) listed and related equipment located in the facility specified in accordance with the specifications annexed hereto.

This contract shall be effective from date of award and shall terminate June 30, 2024 with the option to renew for two (2) 12 month periods at the same prices, terms and conditions.

All work is to be performed during regular College working hours and on the regular working days of the elevator trade unless otherwise specified below. The regular working hours of the contractor must be specified.

The Contractor at its expense, shall within ten (10) days from the commencement date of this contract, provide owner with a copy of its present maintenance checklist, for his approval, that shall sequentially follow the format of the specifications annexed to this agreement.

Contractor shall complete the aforementioned check list at the times provided in the specifications and regularly provide the College with copies thereof.

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of this contract, owner shall have the right, but not the obligation, to employ, at its expense, a certified ANSI elevator consultant to make periodic inspections of the elevator and related equipment (i.e.: smoke detectors, emergency power switches) to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specification subject to this agreement. The contractor, at his own expense, may elect to have a representative present for these inspections. Should the owner's consultant determine that the equipment is not being maintained in accordance with the aforementioned specifications, the contractor shall, at his own expense, correct all noted deficiencies within ten (10) calendar days. Should the contractor fail to correct the deficiencies in a timely manner, the owner shall have the right to deduct the estimated cost for repairs from the contractor's normal monthly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the contractor ten (10) days written notice by a certified letter. Any re-inspection as a result of the contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the contractor. Payment for subsequent inspection shall be remitted to the Office of Risk Management payable to the inspector. Failure to remit timely payment will result in the cost being deducted from the contract.

The submittal of bid without exceptions means Contractor has inspected all elevators and related equipment in the building specified and has found same to be in a proper working and satisfactory condition.

Contractor shall not be liable for loss or damage resulting from strikes, lockouts, fires, explosion, theft, floods, riots, war, malicious mischief, storms, acts of god or other similar or dissimilar cases beyond its control. Contractor assumes no liability for accidents to persons or property except those directly due to the negligent acts or omissions of contractor or his employees. Owner agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustments to the equipment subject to this contract, unless contractor is notified by owner, prior to commencement. It is understood that contractor shall not assume possession or management of any part of the equipment. (The intent is to have the contractor awarded the bid perform the work, however, in the event that equipment has seemingly insolvable problem, the department at its expense, reserves the right to have other competent contractor(s) examine and make repairs.) In such case, the service shall be terminated for that period of time.

9. MAINTENANCE AND REPLACEMENT PARTS

The following tests are subject to check by Louisiana Delta Community College or their designated

representative. The maintenance contractor shall have available on request:

A. Complete "as built" and up to date wiring diagrams. (All diagrams will be ordered by the owner at the expense of the elevator contractor only). The cost shall not exceed \$200.00 for the first page and \$25.00 for each additional

page. The total cost cannot exceed \$500.00 per set. The diagrams must be delivered within 2 weeks unless an extension is granted by the department. (This only applies to elevators in which diagrams are not in the owner's possession.)

B. Complete parts leaflets.

C. Engineering data for all load reactors and safety devices.

D. Parts shall be available and obtained within 36 hours to repair normal failures.

E. When microprocessor control is utilized, the diagnostic tools shall be kept by the elevator service technicians in their service vehicle. The tools shall be listed under verification of qualifications for the type equipment applicable to this requirement. Up-to-date and "as built" wiring diagrams and software are to be kept on the jobsite. Portable diagnostic tools will be the property of the contractor as well the maintenance and repair of such diagnostic tools.

F. When the College owns the diagnostic tool, the elevator contractor shall be responsible for it in case of damage. The contractor shall be responsible for repair if damaged. Normal parts, adjustments, calibration, labor, and repairs to the diagnostic tool shall be the responsibility of the Owner. The contractor must furnish a receipt for any tools or manuals borrowed from the Owner.

Periodic Tests Required: All tests required by current A.N.S.I. Code A 17.1 must be made in the week of the date on which the test is due and shall be documented in writing to Louisiana Delta Community College. If this documentation is not received within four months after effective date of contract, monthly payment for maintenance shall be withheld until this report is received.

Since elevator shut-downs increase the cost of manpower and slow down the performance of their responsibilities, the tests shall be scheduled by letter.

Examine periodically all safety devices and governors and conduct annually a no-load test, and every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to Louisiana Delta Community College Director of Physical Plant within thirty (30) days for the date the test was made. The report shall include: machine number, manufacturer, type governor, condition, tripping speed, type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with the current A.N.S.I. Code A17.1. All 5 year full load tests must be witnessed by the State Inspection Service Contractor.

When necessary renew guide rollers as required to insure a quiet operation.

The contractor shall maintain and have available at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, normal failure items. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. Contractor shall maintain these spare parts either on their service vehicle or within 75 miles of the College.

The following are recommended spare parts for each type of elevator covered by these specifications:

1. Coils, minimum of one (1) for each type relay contactor used.
2. Contact; minimum of three (3) for each type used.
3. Conductor; a supply for each type used.
4. Motor and generator brushes; minimum of one set for each type used.
5. Supply of lubricants for each requirement.
6. Supply of fuses.
7. Interlock rollers and contacts; minimum of two (2) each.
8. Car and hoist way door hanger rollers; minimum of two (2) each type.
9. Car and hoist way door gibs, minimum of one (1) set each type.
10. Car and hoist way door closer parts (springs, spirators, etc.)
11. Door operator belts, chains and brushes; minimum of one (1) set each type.
12. Door operator drive block, clutch rollers, micro-switches, and fingers; minimum of one (1) set each type.
13. Photo electric tube, minimum of one (1) each type.

14. Landing switch equipment and magnetic inductor; minimum of one (1) each type. To include microprocessor boards.
15. Solid state timers and printed circuit regulator board, minimum of one (1) each type.
16. Safe-t-edge pivot arm assembly and switch; minimum of one (1) each type.
17. Signal fixture lamps, car and landing; minimum of five (5) each type.
18. Selector cams and contact assembly; minimum of one (1) each type.
19. Brake contact; minimum of one (1) of each type.
20. Normal renewal parts peculiar to equipment covered by this specification.
21. Supply of selector tapes to handle highest rise.
22. Roller guides and gibs for car and counterweight.
23. Power supplies and pre-amplifiers for electronic proximity device.
24. Car and hoist way door shields.
25. Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. Transformers and rectifiers for all controller power supplies.
28. Door operator motors for each type used.
29. Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type switch.
32. Car and hall buttons, Including electronic, with contacts for each type used.
33. Hatch switch cams supports to handle highest rise.
34. Replacement relay for each type used.
35. Selector drive motor.
36. Geared machine brake shoe and lining assembly; minimum of one (1) set for each type.
37. Hydraulic jack packing, or seals, gasket, wiper ring, minimum of one (1) for each type used.
38. Dash pot and thermal overloads; minimum of one (1) each type.
39. Hydraulic valves, pistons, springs, gasket/"O" ring kit, solenoid needle, solenoid coil.
40. Bearings for each type used.
41. Transformers and rectifiers for all controller power supplies.
42. Hydraulic valve parts, gaskets, "O" rings and hoses; minimum of one (1) for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
43. Hydraulic fluid (110 gallons) as per original equipment manufacturer's lubrication specifications.
44. Microprocessor diagnostic tool (if microprocessor controlled)
45. Microprocessor and control boards where required; minimum one each.

The following recommended replacement parts are to be available and ready for delivery to the building within twenty-four (24) hours: Seven days will be allowed to complete repairs.

1. Rotating elements for each type and size used.
2. Stators for each type used.
3. Brake coils for each type and size used.
4. One solid state power converter.
5. One complete set of step chains.

Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper Insulating compound.

Only use lubricant furnished by the manufacturer of the equipment or those as recommended by the manufacturer.

Maintenance Parts To Be Furnished And Installed Or Replaced:

Elevator contractor shall furnish, replace, maintain, adjust, service and install when and as necessary, the following: Machine bearings, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selectors, worm gears, thrust bearings, radial bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor & generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoist way wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, firefighters service phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels,

relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoist way, door re-opening devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, Isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoist way pushbuttons and indicators, timers, hoist way limit switches, boards and discreet solid state components, two way communication devices, door operator motors, door safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counterweight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices, cams, car and hoist way door hangers, door tracks and guides, door eccentrics, car and hoist way door gibs, door closures, car door and hoist way door operating devices, interlocks and electric contacts, car and counterweight roller guides and slide guide assemblies. The contractor shall furnish shaft and car light fixtures. The contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.

Contractor shall not be required to furnish and install features or upgrades that are currently not on the College elevators. Contractor shall maintain vertical transportation units based upon their age, capabilities, performance, and operation. Contractor shall not be required to upgrade existing parts to meet new or retroactive codes or to correct deficiencies present at commencement of agreement. If such upgrades are desired, a separate quote will be provided to the owner. Except where excluded elsewhere in this agreement, contractor shall not be required to replace items listed herein if they are not working at commencement of this agreement. The contractor shall provide a quote to repair or replace the items. All obsolete parts replacement shall be negotiated with the owner on a case by case basis.

The Contractor shall also examine, adjust, repair and/or replace the following necessary equipment; 2-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starters indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator contractor.

Annual Cleaning: All hoistways, cars and weights shall be cleaned once a year and documented in writing, listing the date each unit was cleaned.

Check charts: check charts shall be placed in each machine room (and must be kept current). The date each item is checked must be entered in the block (not a check mark).

The equipment room should be clean and free of debris. Control cabinet doors are to be closed when not in use.

10. CLARIFICATIONS

Maintenance: The maintenance of vertical transportation covered by this contractual agreement shall include all parts, including replacements that have been modified or updated, all labor and the performance of all tests, along with the frequency of examinations as required here-in by these specifications unless specifically excluded.

Call backs will NOT include maintenance of car lights and exhaust fans. These items will be maintained during regular visits.

Exclusions:

- A. Hoist way entrance frames and door panels.
- B. Car enclosure.
- C. Finishes.
- D. Floor covering.
- E. Underground hydraulic casing or buried pipes.
- F. Escalator panels, decks, trim and skirts unless damage is caused by step misalignment.
- G. Smoke detectors, emergency power switches and other non-elevator controls. (All equipment included in the elevator hoist way and machine room related to the operation or function of emergency power and firemen's service, phase I and phase II, shall be part of the elevator contract. The point at which these devices are attached to the controller shall be the dividing line between the elevator contractor's responsibility and other contractors).

Or Equal:

"Or Equal" shall be measured as Identical replacement of part or component Installed by the manufacturer or a part or component proven superior. In no case shall a part or component with smaller parts or horsepower be considered equal or will a part that requires any modification to existing equipment be acceptable unless the part is a modification recommended by the engineering department of the original manufacturer.

Vandalism:

Misuse of the term vandalism will not be accepted as extra cost to the owner. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify the building owner of any misuse, abuse or accidental damage and document incident before the owner accepts as extra cost. Contractors will not be responsible for misuse, abuse, or accidental damage by others.

Performance:

Performance shall be measured by that which was designed and built into the original Installation. Eliminating the operations or shunting any circuits without written permission shall give the owner the right to terminate the contract. Non-Performance is determined to include the following:

- A. If any vertical transportation is out of service for more than seven (7) days, (without permission in advance).
- B. If a call is not answered in less than two hours.
- C. Any failure to perform regular Inspections within two (2) days of schedule or falsifying records.
- D. Failure to correct problems on the third call-back.
- E. Failure to follow and document maintenance procedures and frequencies with the owner each trip.
- F. Non-compliance with minimum performance standards. Failure to meet the preceding requirements shall give the owner the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.
- G. Failure to submit monthly "call tickets", maintenance records and test reports to Louisiana Delta Community College Director of Physical Plant. The owner reserves the right to have a consultant check and make a report on conditions as he finds them. If such conditions are not corrected by the next report, or the elevator contractor cannot furnish a valid reason for the delay, the owner reserves the right to employ another elevator contractor to complete the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

Callbacks:

Where overtime callbacks are excluded, the contractor must submit an authorized service ticket and invoice with the details of the callback for the cost to be approved by the Owner. No payment can be made for unauthorized callbacks.

Nuisance Calls:

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside the scope of contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

11. FREQUENCY OF REGULAR EXAMINATIONS

It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals and anything less will place the contractor in default. A callback must be entered in the records as just what it is and will not be listed as an inspection. Inspections will be made on schedule. A route sheet will be furnished for owner's record and follow-ups.

All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures:

Inspections shall be made within two (2) days of schedule.

Type Vertical Transportation Frequency

Gearless Elevators Weekly

Geared Elevators Semi-Monthly

Hydraulic Elevators Monthly

Cleaning of Hoistways Each Year

Tests current ANSI A 17.1 as Required

Each visit to the building must be documented and signed by the building representative. Invoices will not be paid until the above information is received. (Note: Copies of records, Including building representative's signature, with invoices will be satisfactory.)

A repair which results in down time or is not covered under this contract must be listed as just what it is and must be scheduled with the above office before proceeding.

A check sheet must be maintained in each machine room marked with dates, not check marks. Obsolete parts must

be certified by the manufacturer and approved by the department. If a part becomes obsolete during the period of the contract, it is the contractor's responsibility to replace the part and the owner's responsibility for expenses incurred to perform the modification, i.e. piping, electrical.

The contractor shall (upon request) provide proof of having successfully maintained five (5) elevators of the same type and control for a period of twelve (12) months within the past five (5) years. In lieu of the above, the contractor shall (upon request) submit a list of full time journeyman mechanics who *have* successfully maintained five (5) elevators of the same type and control for a period of *twelve* (12) months within the past five (5) years as stipulated in the affidavit of qualifications. The contractor shall have a minimum of two (2) mechanics and one (1) helper for each forty (40) elevators under maintenance in the local area, for the State of Louisiana. Response time shall not require more than 2 hours to arrive on the site.

Normal response time shall be no more than two (2) hours for on-site arrival. However, in the event someone is trapped in an elevator, response time shall be no more than 30 minutes for on-site arrival. If contractor fails to arrive on-site as specified, the College reserves the right to employ another elevator contractor to perform the work. The accumulated costs of such expenditure will be billed to the contractor as a contractual obligation.

It is understood that parts required to be maintained on the premises remain the property and responsibility of the contractor. Whenever these documents refer to the state employing others to perform inspection services, they will be required to be a certified ANSI inspector.

12. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Frequency of Inspection: Monthly

Each inspection must be signed for by the owner's representative.

Hydraulic Passenger Elevators:

A. Specific Equipment Performance Standards

1. Call-backs: Nominally 4 to possibly 6 per year, excluding nuisance calls.

B. Minimum expected periodic servicing, checking oiling, and adjustments:

1. Every two weeks: Ride the car observing operation; adjust in tank with car at top.
2. Every 13 weeks: Check adjustment of car doors and door operator, adjust if needed, check landing switches, and check guide lubricators and lubrication.
3. Every 26 weeks: Clean and examine safe-t-edge, door guides and fastenings.
4. Every 52 weeks: Clean, oil and adjust all hoist way doors, check all control switches, car and corridor stations. Check and make sure that all electrical connections are tight.
5. Other: Every five years consideration should be given to the need for oil filtration or replacement. If it is dirty, change the oil, you are being paid to maintain the equipment.

C. Doors and operation: Frequency of inspection and adjustment briefly covered above.

1. Car and hoist way doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastenings (normal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they will not sag in normal operation of opening and closing but provide some flexibility in door reversal to reduce the shock of reversal on the cable and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision or sight guards at each inspection. Car door contact should be adjusted to prevent the movement of the car unless the car door is 2" or less from full closure.
2. Safe-t-edge: Device should be checked quarterly from freedom of movement to permit it operate with *even* a somewhat glancing blow, but not sloppy permitting it to rub against the door. Where there is a retractable projection at opening, It should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door *movement* will occur at such a point or before the leading edge or the *vane* and doors are in the same plane, i.e. at or before the complete collapse of the edge. Action contact line of edge should be free of cuts and bulges. Control contact cable and

retracting cable, where used, should be held clear of snagging other moving parts.

3. Door operator: Check, lubricate and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit cleaned, flushed and refilled within every five years. Opening motion should be at designated speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this point can prevent full opening of the door and drop out of the opening relay preventing the door from closing. Closing time should be adjusted to the requirements of ANSI code, considering the weight and speed's effect on the kinetic energy developed. Closing adjustment should permit door reversal within travel of the safe-t-edge, as described above and without drift.

D. Control:

1. Regular inspection and adjustments as outlined in the above. The effects of control fault can most easily be detected from individually car operation by riding the unit and observing the operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for over heating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared with the posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing.

2. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

E. Valve and power unit:

1. Valve adjustment is only required when trouble is encountered with control contact and valve coil failures, and is the first area to check. Strainer should be checked on a quarterly basis, with oil level checked each visit. The condition of the oil, clarity, color and odor should be checked each year or in the event of excessive leveling and speed adjustment problems. Any evidence of moisture in the oil suggests replacement; clarity - a cloudy oil should be filtered and the filtering sequence repeated at least once several days later to make sure the residual oil in the cylinder circulates and is also filtered. Change in odor or color suggests that a chemical analysis is needed. Check the condition of belts and their tension on the power unit quarterly. Should oil which seeped through the packing be re-introduced, check for clarity.
2. Motor: Check bearings for heating and lubrication every four weeks. Blowout yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle Insulation can result in a burn and fire. It must be remembered that coils in motors that are in stock can get brittle and their insulation should be examined and restored as needed.

F. Cupped Equipment:

1. Jack unit and piping: Plunger and guide bearing. packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and inaccessible wall lines in wall and ceiling are not an obligation of the contractor.
2. Cupped switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
3. Guides and guide shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used they should be checked and lubricated as necessary, if there are signs of wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.
4. Car and corridor stations: Should be opened up each year for cleaning and each switch examined for positive action, contact pressure, wipe and wear. All connections should be checked to see that they are tight.

13. MAINTENANCE PROCEDURES

Each inspection must be signed for by the owner's representative.

Minimum equipment performance standards and preventive maintenance required under this contract.

Frequency of inspection shall be as follows: Semi-Monthly

Type: Geared passenger elevators:

A. Specific equipment performance standards:

1. Call backs: Nominally 4 to possibly 6, excluding nuisance calls, per year average.

B. Minimum expected periodic service check, oil, or adjust:

1. Weekly: Ride each car, check operation and correct problems found.
2. Every two weeks: Observe operation of control, selector, machine, brake, motor, mg set, clean and adjust as needed. Check lubrication of machine, motor, mg set, and overhead sheaves.
3. Every four weeks: Check lubrication of door operators and selectors.
4. Every 13 weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoist way doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.
5. Every 26 weeks: Lubricate (graphite/slipit) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine safe-tedge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.
6. Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoist way switches, controllers and selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Perform full brake check, oil, and adjust; check worm and gear clearance.
7. Other: Machine bearings should be drained, flushed, and refilled each year and a half, and the door operator gear case every 4 years.

C. Door and door operation: Frequency of Inspection and adjustment shall be covered hereafter.

1. Car and hoist way doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices, to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be readjusted. Check and lubricate the door closing device, check fastening, set closing adjustment to permit the doors to close without power and without interfering with the action of the safe-t-edge during door reversal. Door Interlock adjustment should be set to permit the latch to drop within 3/8" but preferably less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2" or less from being fully closed.
2. Safe-t-edge: This device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy, permitting it to rub against door. Where retractable, projection at opening should be slight and permit the door to be held open with pressure on the edge, in closing, the edge should permit door to reopen with 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of edge should be free of cuts or bulges. Control contact cable and retracting cable, when used, should be held clear of snagging on other parts.
3. Door operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal with in travel and to avoid drift after the safe-t-edge has been activated.

D. Control:

1. Regular inspection and adjustment as outlined herein before. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.
2. Selector: Operation should be observed every two weeks, lubricating the traveling nut carriage bearings, cams, and shafts as needed, and the ball bearings, hinge pins and lever pins, and the leveling switch magnet cores every 6 months, with the leveling switch rollers to be lubricated every 2 months. Tapes should be lubricated every 3 months and cleaned as required.

E. Machine Motors, and Motor Generator Sets:

1. Machine bearings should be checked every two weeks for oil leakage, throwing away the oil which has dripped from the worm gland (some oil leakage at the gland prevents galling the wormshaft) check the work gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may be moved before the drive sheave moves. On machines which can be reset, gear or worm may have to be recalibrated which should be done on those machines where the movement is 1/2 to 1" i.e. when clearance between worm and gear (nominally 0.005") exceeds 0.075". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no longer lower the gear, gear rock cannot be eliminated, and replacement is inevitable. (worms and gears are not shelf items and require 3 to 6 months lead time). Clean, flush, and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce all seepage to drive sheave. Drive sheaves may be re-grooved but never so deep that the metal below the groove is less than 1/2". If there is any chance that cutting the groove might be getting close to the 1/2" minimum the sheave should be replaced.
2. Machine Brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation, at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
3. Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will cause excessive wear on the commutator bars and eventually require turning and undercutting. Blowout yearly, check insulation of coils and apply insulating paint every three years. Dry and brittle insulation can result in a burnout and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

F. Hoist way Equipment:

1. Car and corridor stations: Should be opened up each year for cleaning and each switch examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
2. Hoist way Switches: Should be checked for *contact* pressure, wear, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
3. Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension *sheave* lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.
4. Overhead Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.
5. Cables: Should be examined every 13 weeks. Check control cables for cover deterioration which may be corrected by re-taping unless the individual wire insulation is affected or major portions of the cover are brittle. If wires are exposed, the traveling conductors or control cables should be replaced. When re-taping a portion of a control cable, it should be done in such a manner that the ends of the tape do not become loose and hang down where they may become caught on an object in the hoist way. Guards or pads may be required to cover points which may cause traveling conductor abrasion. If this precaution is taken after your original survey, an expensive replacement and time consuming repairs might be avoided. Governor and hoist cables (hoist ropes) should be examined for breaks, particularly in the valley of the cable or rope which could indicate internal breakage and ultimate strand separation. Hoist cables (hoist ropes) may need cleaning, and on occasion, dressing with rope lubricant. Governor cables (governor ropes) should not be lubricated so as to assure consistent setting of the governor trip. If there is any sign of deterioration of the governor rope, a new rope should be installed and the safety device tested to be certain that the new rope functions properly.

14. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Gearless traction with group supervisory control:

Frequency of Inspections: Biweekly

Each inspection must be signed for by the owner's representative.

A. Specific Equipment Performance Standards:

1. Call-backs: Nominally 6 to possibly 8, excluding nuisance calls, per year average per elevator.
If Door Light Ray Is Used:
2. Door Operator: The door closing speed must be within the limits of the current ANSI code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close, 4 to 7 seconds after the last person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. If Load Weighing Is Used For Dispatching: (Use percentage of load for dispatching)
3. Nudging: Effective after 20 seconds +/- 10%, depending on traffic patterns. The doors should close, with a buzzer sounding, stopping only when the safe-t-edge is collapsed and then the doors should not reopen. If the manufacturer's manual has specific procedures, then the manual should be followed.
4. Call Response Time: The nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible and the cause should be investigated. If all cars are not running during any peak period *then* the reason should be investigated.
5. Annual Test: The contractor will be expected to assist the building maintenance personnel or a representative selected by the management in making a check of the system performance each year, (120 days) before the anniversary date of the contract. The contractor will be expected to make all corrections before this anniversary date arrives.
6. Floor Levels: The car is to be level in accordance with the ANSI-code.

B. Minimum expected periodic servicing, checking, oiling, and adjustments: If your standard requires more frequent checks it should be posted on your check chart.

1. Every two weeks: Ride car, check operation and correct problems found.
2. Every Month: Observe operation of control, machine, brake motor, and mg set, clean and adjust as

needed. Check lubrication of machine motor and mg set.

3. Every 13 Weeks: Check call response of supervisory control, test and record rectifier *voltages* of supply, governor and governor tail *sheave*, normal landing switches, door operator, door operation, car doors and then first and basement hoist way door adjustment, check all cables, adjust, correct and lubricate as required.

4. Every 26 weeks: Clean and examine Safe-T-Edge, roller guide shoes, lubricate, adjust and correct as necessary.

5. Every 52 weeks: Clean and check all control stations, car and corridor, clean and check hoist way switches, control and relay panels, all electrical connections should be checked to see that they remain tight, clean and check hoist way doors 2nd through top floor, check all safety equipment to see if operates freely, lubricate and adjust as needed. Full brake check, oil and adjustment.

6. Other: Machine bearings should be drained, oil leaks sealed, flushed and refilled each year. The door operator gear case should be drained, flushed and refilled *every five* years.

C. Doors and Door Operation: Frequency of inspection and adjustment *covered above*.

1. Car and Hoist way Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices to insure tightness. Check up-thrust adjustment and fastenings (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they do not sag in normal opening and closing of the doors but provide some flexibility in door reversal to reduce the shock of reversal on the door hanger cables and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check and tighten non-vision wings or sight guards at each inspection. Check aspirator adjustment to insure that doors will close without any aid or power applied yet not Interfere with safe-t-edge reopening action. Car door contact should be set to prevent car movement unless the door is 2" or less from full closure.

2. Safe-t-edge: Device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection at opening should be slight to permit the door to be held open with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement occurs at such a point or before the leading edge or the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable and retracting cable, where used, should be held clear of snagging on other moving parts.

3. Door Operation: Should be checked at least quarterly, cleaned and adjusted as required. Here again, cable connections are involved with possible snagging. It is important that the effect of adjustment be recognized as well as the possible interference of the safe-t-edge as the line of projection reaches the target limits. Each scheduled inspection should include a through check of the ray focus and intensity under varying movement of the doors and their attachments. Check and record time settings. 4. Door Operator: Check, lubricate, and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit drained, flushed and refilled within *five* years. Opening motion should be at design speed with smooth start, slowdown and stop, with particular care being taken to *avoid* drag in opening action as the door reaches full open position. Drag at this position can prevent full opening of the door and drop out of the opening relay, preventing the door from closing. Closing time should be adjusted to that given herein above. Closing adjustment should permit door reversal within travel of the safe-t-edge as above and without further drift.

D. Control:

1. Regular inspection and adjustment as outlined herein above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off or adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays by touch for overheating. This should be done particularly for relays in the circuits where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier *voltage* should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the relay cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all *over-load* and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in

clearing troubles and preventive maintenance adjustment. Contractor is advised that any burnout and/or fire damage to the elevator equipment due to normal equipment malfunctions or negligence in service or repair is the contractor's responsibility.

2. Group Supervisory Control: Should be checked quarterly for relay operation as in the individual car control. In addition the maintenance man should check the response time to corridor calls, this should be done by checking the time of call cancellation or a series of calls during a heavy service period, making sure that most fall within the nominal times given under performance standards. If the system should not be busy, up and down relays may be actuated from the board. In this case the time checks should be toward the lower end of the nominal time. Make sure that all cars are in service by, if necessary, placing car calls to start the mg set of each elevator. Should the response times be sluggish (above the nominal) with all cars running, it may be necessary to check all adjustments, even those required annually under performance expectations.

E. Machine Bearings, Motors, and Motor Generator Sets:

1. Machine bearings: Should be checked every two weeks for oil leakage. Motor fields should be checked for insulation, overheating. Commutators should be checked for burning and arcing. Brushes should be made of a grade that will provide good commutation without cutting or scoring.
2. Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load. To retain this setting, the compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and the spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the brake drum could be scored. Check operation armature and its guide for excessive wear to avoid erratic brake operation.
3. Motor MG Set: Check bearings for heating and lubrication every two weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear and the type brushes used. Blow out yearly, check insulation of coils and apply insulation paint every three years. Dry and brittle insulation can result in burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

F. Hoist way Equipment:

1. Hoist way Switches: Should be checked for contact pressure, and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
2. Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving and groove depth as for drive sheaves.
3. Safety Equipment: Should be checked for freedom of movement, set by hand yearly and lubricated as required, with governor and its tension sheaves lubricated each quarter, and oil buffers should be checked for oil level yearly. Note: Should the water level in the elevator pit rise above the oil reservoir, buffers should be drained, flushed and refilled.
4. Guide Rails and Roller Guides: Should be cleaned annually, and roller guides adjusted to rail where this is applicable. Check guide oilers, where they are used, and oil as required. Should a safety have set for any reason, rails should be examined carefully for possible scoring and filed where necessary to restore a smooth surface.
5. Car and corridor stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
6. Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. Guards may be required to cover points which may cause traveling cable abrasion. Governor cables and hoist cables/ropes should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning, and on occasion, added lubricant (rope dressing). Governor cables should not be lubricated in order to assure consistent setting should the governor trip.

15. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Other geared units:

Frequency of Inspections: Semi-Monthly

Each inspection to be signed for by the owner's representative.

Call-back standards: Nominally expected 4 per year to 8 excluding nuisance calls.

A. Minimum expected periodic servicing, checking and adjustments.

1. Every two weeks: Ride the car, observe operation of control, machine, brake and motor. Clean and adjust as needed, check lubrication of machine and motor.
2. Every 13 weeks: Test and record rectifier-voltages of control supply, normal landing switches and door operator.
3. Every 26 weeks: Check governor and governor tall sheave lubrication, a/l cables, adjust and lubricate as required. Clean and examine safe-t-edge, guide shoes, lubricate and adjust as needed.
4. Every 52 weeks: Clean oil and adjust all door hangers, check all control switches in hatch, including car and corridor stations. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight.
5. Other: Machine bearings should be drained, flushed and refilled every two years and the door operator every 4 years.

B. Doors and door operation: Frequency of inspections and adjustment shall be as before.

1. Car and Hoist way Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Check tightness of relating devices. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the door to locking position when within 1" to 1-1/2" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.
2. Safe-t-edge: Device should be checked semi-annually for freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection is used at the opening it should be slight but permit the door to be held open with a slight pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at before the complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable, and retracting cable, where used, should be held clear of snagging on other moving parts.
3. Door Operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five years. Opening motion should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the safe-t-edge as above without further drift.

C. Control:

1. Regular inspection and adjustments as outlined above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off; testing contract pressure and wipe, as well as friction were relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any.
2. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or Sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and

adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventive maintenance adjustment.

D. Machine Bearings and Motors:

1. Machine bearings: Should be checked every three weeks for oil leakage, throwing away oil which has dripped from worm gland (some oil seepage at the gland prevents galling of the worm shaft). Check worm and gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may move before the drive sheave moves. On machines which can be reset, the gear should be lowered when this movement exceeds 1/4"; when the movement exceeds this value, gear or worm may have to be recalibrated, which should be done on those machines where the movement is 1/2" to 1", i.e., when clearance between worm and gear (nominally 0.005") exceeds 0.075", gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up as we can no longer lower the gear, gear rock and replacement is inevitable. (Worms and gears are not shelf items and require 3 to 6 months lead time.) Clean, flush and replace worm gear oil every 1-1/2 years, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be re-grooved but never if the re-grooving will approach the depth of leaving less than 1/2" of solid metal below the groove.
2. Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically and spring/springs readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before the wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
3. Motor MG Sets: Check bearings for heating and lubrication every two weeks. Care should be exercised in brush wear and the type brushes used. Blow the units out yearly, check insulation, and repaint with insulating varnish every three years. Dry and brittle insulation can result in a burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed. It must be remembered that a fire originating in the apparatus is your responsibility.

E. Hoist way Equipment:

1. Hoist way Switches: Should be checked for contact pressure, wear and wipe quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
 2. Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed and refilled.
 3. Overhead and Deflector Sheaves: Check lubrication and grooves annually, same stipulation to re-grooving as groove depths for drive sheaves.
 4. Guide rails and roller guides: Should be cleaned and checked annually, roller guides adjusted to rail where this is applicable. Check guide oilers and fill as required where they are used. Should a safety have set for any reason, rails should be examined carefully for possible scoring.
 5. Car and Corridor Stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
 6. Cables: Should be examined every 13 weeks. Control cables or traveling conductors for cover deterioration which may be corrected by re-taping unless individual wire insulation is affected or major portions of the cover are brittle. When re-taping, care should be taken to secure the ends so that they do not hang on hoist way equipment.
- Guards may be required to cover points which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry. In order to assure consistent setting should the governor trip.

16. MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Hydraulic freight elevators, sidewalk lifts:

Frequency of Inspections: Monthly

Each inspection must be signed for by the owner's representative.

A. Call-backs: Nominally 4 to possible 6 per year average excluding nuisance calls.

Minimum expected periodic service, check and adjustment:

1. Every four weeks: Ride or move the unit observing operation. Adjust as needed.
2. Every 13 weeks: Check freight doors and their operation and adjustment.
3. Every 52 weeks: Clean, oil and adjust all cupped doors, check control and control stations, make sure all electrical connections are tight. Check oil level and condition.

B. Freight Bi-Parting Doors: check at frequency established above. Interlocks should be set so that latch will prevent door opening of no greater than 3/4" at any point. Car gates should prevent movement of the car unless the gate is within 2" or less of full closure.

Check guide fastenings and maintain at least 1/2" to 1" of track engagement. The side play of the door should be maintained at a minimum to avoid racking.

C. Control: Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed and lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.

D. Valves and Power Unit: Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis, with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color; suggest that a chemical analysis is needed. Check the condition of belts (if any) on the power unit semi-annually. (Should oil which seeped through packing be reintroduced, it should be checked for clarity.)

E. Motor: Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blowout the motor on a yearly basis, check insulation of coils and apply insulating paint every three years. Dry and brittle Insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

F. Cupped Equipment:

1. Jack Unit and Piping: Plunger and guide bearings, packing gland, casing gasket, packing and piping system including valves should be checked semi-annually. Poor conditions and leaks should be corrected or repaired as needed. It is understood that the casing, underground piping, inaccessible wall lines in wall and ceiling are not the obligation of the contractor.
2. Guide Rails: Should be cleaned and checked annually. Check guide oilers (where they are used) and refill as required.

G. Lubricants:

1. All lubricants utilized by the contractor shall comply with the original equipment manufacturer's recommended specifications.

APPENDIX 1

PROPOSAL RESPONSE FORM

GENTLEMEN

I (we) do hereby declare that I (we) have carefully examined the specifications and the contract documents, including all addenda, prepared by the project supervisor of this proposal and I (we) have a clear understanding of said documents and premises, and hereby propose to provide the necessary tools, machinery and apparatus along with other needs necessary to complete the work specified. We will provide all material, furnish all labor and services specified in the contract or called for in the contract documents including permits necessary for the completion of the project or work listed for the sum below.

I (we) agree to follow requirements, sequence and frequency listed under "maintenance procedures".

If I (we) *fail* to follow these specifications and document the "Maintenance Procedures" with the owner or if there is any evidence of fraudulent documentation I (we), will without reservation, freely forfeit the contract along with any monies due from the date of such finding. All materials and labor will be left intact and I (we) will not seek any restitution.

I (we) do _____ do not _____ (choose one) claim to meet the specifications of the Small Entrepreneurship (Hudson Initiative) Program.

I (we) have read the entire specifications and will not use oversight as an excuse for not fulfilling my (our) obligation.

Contractor: _____

License No.: _____

Title: _____

Date: _____

We acknowledge the following addenda: _____ 1.

ACCEPTANCE PAGE FOLLOWS

SUMMARY SHEET

Elevator Maintenance Bid

1) Cost per month for maintenance {all labor and materials}, as specified in this contract; AND, between the hours of 8:00 am and 4.30 pm, CST, Mondays through Fridays, for all labor and materials to make repairs for all elevator calls such as but not limited to routine, nuisance and (vandalism under \$500) of all the equipment listed on specifications package invoiced as a single total package to Louisiana Delta Community College.

Cost per month \$ _____

APPENDIX 2

PROPOSAL RESPONSE FORM CONTINUED Louisiana Delta Community College

Building Qty. Mfg. Type Yearly Maintenance Price

West Monroe Building A – Main Corridor _____

LPB Building A-Main Corridor _____

ATC Building B – Main Corridor _____

APPENDIX 3

PROPOSAL RESPONSE FORM CONTINUED

PROPOSAL RESPONSE FORM CONTINUED

by (Contractor)

(Acceptance)

Purchasing Director: _____ Date of Award _____

Recommendation: _____

Contractor is satisfied that a governor and safety test was made on the Date) _____
_____, within the past twelve (12) months and therefore contractor assumes the
liability for operation of the governor and safety devices of these elevators throughout the term of this contract.

This contract does not include twenty-four (24) hour emergency call-back service.

Other Authorized Work

For authorized work not covered by the scope of this maintenance contract to be accomplished DURING normal
business hours (Monday - Friday, 8:00am to 4:30 pm), labor shall be invoiced at the rate of \$ _____ per hour.
The vendor agrees to quote a rate which is inclusive of all mileage and/or other incidentals.

For authorized work covered or not covered by the scope of this maintenance contract to be accomplished OUTSIDE
normal business hours (Monday - Friday, 8:00am to 4:30pm), labor shall be Invoiced at the rate of \$ _____ per
hour. The vendor agrees to quote a rate which is inclusive of all mileage and/or other incidentals.

APPENDIX 4

PROPOSAL RESPONSE FORM CONTINUED

AFFIDAVIT OF QUALIFICATIONS

In keeping with the specifications, the vendor shall demonstrate that he has successfully maintained for a period of twelve (12) months within the past five (5) years the following elevator plants of the same type and control to those elevators specified in this bid. In lieu of the above, in complying with the specifications, the vendor may submit a list of fulltime journeyman mechanics who have successfully maintained elevator plants of the same type and control to those elevators specified in this bid together with a list of the plants, the number of elevators, the address of the elevator plant and the name and telephone number of a contact person at the location of the elevators in question. This information should be submitted with the bid.

However, if not, the Department reserves the right to request this information from the bidder(s). If requested, the contractor will have five (5) days to provide this information to the department.

Failure to comply will be cause to reject the bid.

Building Name Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

We also have and own the following tools and written procedure designed specifically for programming and adjusting these elevators. List the tools and also the type of microprocessor applicable to this equipment:

1. _____
2. _____
3. _____
4. _____

BRANCH OFFICE LOCATION

The vendor shall have a branch office within 75 miles of the College with a representative available to periodically review trouble calls, safety issues, State Inspection Reports, and recommendations for elevator major maintenance and upgrades.

Date _____
Signed _____

Signature

Title

APPENDIX 5

END OF PROPOSAL RESPONSE FORM

The successful bidder will be required to have the following form notarized:

NON-COLLUSION AFFIDAVIT

State of _____ Parish of _____

being first duly sworn, deposes and says that:

A. He is (owner) (partner) (officer) (representative) or (agent), of _____, the bidder that has submitted the attached bid.

B. Such bid is genuine and is not a collusive or sham bid.

C. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for the attached bid or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, to fix any overhead, profit or cost element of the bid price or bid price of any bidder, or to secure through any advantage by using contacts through _____ or any person interested in the proposed contract.

D. The price or prices quoted in the attached bid are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affidavit.

Contractor Representative

Notary

Subscribed and sworn to, this _____ Day of _____ 2016.

Vendor must inspect job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, vendor should notify agency representative at time of job site visit. Failure to do so will be interpreted that bid is as specified.

Vendor may contact Bobby Graham at 318-345-9301 to schedule job site inspections.

*******A JOB SITE INSPECTION IS MANDATORY*******

Where: _____

When: _____

Time: _____

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications of this project. Failure to submit this certification shall cause the bid to be disqualified.

Vendor Company Name

LDCC Representative

Vendor Signature

LDCC Representative Signature

Vendor Federal I.D.#

INDEMNIFICATION AGREEMENT

The _____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ (Contractor), its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by

(Contractor) as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

(Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. . The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____Yes _____No

Contract No. _____ for **LOUISIANA DELTA COMMUNITY COLLEGE**
State Agency Number and Name

Purpose of contract: _____

Notarization: The Successful Vendor Will Be Required to Have This Form Notarized.

ENGINEERING RESPONSIBILITY

We will use the following licensed registered professional electrical engineer or private consulting group and or/ firm with a licensed registered professional electrical engineer on staff which meets the criteria outlined in the specifications. This electrical engineer will be required to have his engineer's seal on all approved wiring, schematic and/or design changes.

Name of Engineering Group and/or Firm _____

Address _____

City of _____ State of _____

Signature _____
Licensed Professional Electrical Engineer

Title _____

Registration Number _____

Notary

Subscribed and Sworn to, This _____ Day of _____ 20_____.

The Contractor's Engineering Department may make application with the Louisiana Professional Engineering & Land Surveying Board (LAPELS), 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809. The Department understand that there will be a waiting period of approximately sixty (60) days to process this application.

LOUISIANA DELTA COMMUNITY COLLEGE

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO. _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: Furnish Elevator Maintenance as per Bid Number: 40010-10540 as per the attached Specifications and Requirements and bid response form.

Contract Term: Date of award through June 30, 2024 with the option to renew for two (2) additional 12 month periods at the same price, terms and conditions as the original solicitation.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

To The Vendor:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Taxes: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The College is currently exempt from state sales and use tax.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type
Name)

TITLE: _____ DATE: _____

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT. The College requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone number with area code: (____) _____

C. Facsimile Number with area code: (____) _____

Bidder certifies that the above information is true and grants permission to the College to contact the above named person or otherwise verify the information provided. By its submission of this ITB and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in the ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal of \$25,000 or more, that their company, any subcontractors, or principles are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____

State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____

(Signature MUST be HAND SIGNED and should be in BLUE ink)

Date: _____

